

SECRET

25X1

MEDICAL

[]
17 September 1968

CONSULTATIVE MEDICAL SERVICE

1. GENERAL

A consultative medical service function has been established by the Office of Medical Services to permit an operating official to request medical advice and guidance regarding an employee who appears to have a medical problem. This service is not intended to replace or supersede the provisions of [] whereby a medical evaluation is requested by the use of Form 259, Request for Medical Evaluation. Existing informal mechanisms for medical advice and guidance should also continue. The new service is intended as a means for obtaining advice or guidance on a more specific question; Form [], Request for Consultative Medical Service will be used for this.

2. RESPONSIBILITIES

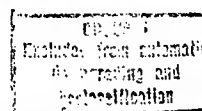
An Operating Official desiring this service will discuss with the employee concerned the purpose for medical referral prior to submitting an official request on Form [] to the Office of Medical Services.

3. PROCEDURES

a. Upon receipt of Form [] from the Operating Official, the Office of Medical Services will arrange an appointment for the employee with the appropriate component of the Office of Medical Services.

b. Form [] has been designed to provide space to indicate the reason for the referral to the Office of Medical Services and also to permit

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DRAFT #2

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the Office of Medical Services to reply on the same form.

R. L. BANNERMAN
Deputy Director
for Support

DRAFT

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EYES ONLY

(When Filled In)

Attachment

MEDICAL

10 September 1968

(1) NAME (Last, First, Middle)		(2) DOB	(3) Grade
(4) Office, Division, Branch		(5) Present Position	(6) Employee Ext.
(7) State in Detail Reason for Referral:			
(8) Date of Request	(9) Signature of Requesting Official		(10) Rm. No. & Bldg.
(11) Ext.			
(12) Office of Medical Services Evaluation:			
(13) Date	(14) Signature of OMS Representative		
REQUEST FOR CONSULTATIVE MEDICAL SERVICE			

EYES ONLY
SECRET

(When Filled In)

Form

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23 October 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Consultative Services

1. This memorandum contains in paragraph 6 a recommendation for the approval of the Deputy Director for Support.

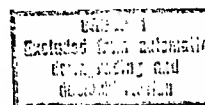
2. Your recent approval to continue the present level of OMS programming provides a needed and welcome stability to our efforts. As you know, current programming reflects previous authorizations, in particular, the establishment of the Ames Building Selection Center. The need for stabilization developed as a result of the limitations on funds and the subsequent doubt as to the capacity to continue. Although exigencies may alter the situation in the future, we appreciate having a firm base for current service.

3. It is understandable that our plan for program development has been slowed in the current situation. One important area that we intended developing was in-house consultative services. I continue to believe that this type service is essential. We need to provide consultative advice in a formal fashion regarding physical and psychiatric problems. At present, the only recourse is the fitness-for-duty examination which, most times, is too extreme a procedure. We need to provide formal consultative services on problem drinking cases. We need to formalize and develop our psychological consultative capabilities.

4. Any one of the foregoing aspects of consultative services is a topic unto itself. This paper is not designed to deal with such detail. Rather, this paper suggests that we should make some beginnings regarding such functions, and asserts that our recent stability encourages us to take steps in that direction. I think that our present available capability, as stabilized, can gradually include the provision of consultative services and I think we should begin now.

5. The alternatives are to do nothing or to postpone, both unattractive. If we begin and funds finally do not become available at present capability levels, the worst that can happen is that we will have to cut a program we have just begun. I think the advantages are worth the risk.

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SUBJECT: Consultative Services

6. It is recommended that you approve, in principle, the inclusion of formal consultative services in our programming now and that we submit individual actions for your consideration as we proceed.

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JOHN R. TIETJEN, M. D.
Director of Medical Services

The recommendation in paragraph 6 is hereby approved.

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R. L. BANNERMAN
Deputy Director for Support

24 OCT 68
Date

OMS/JRTietjen:mam

Distribution:

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